



# JOB OPPORTUNITY

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<b>Announcement Number:</b>	<b>06-552 (VACANCY AMENDED TO EXTEND CLOSING DATE)</b>
<b>Position Title:</b>	<b>Visual Information Specialist</b>
<b>Series and Grade:</b>	<b>PG-1084-11/12</b>
<b>Salary Range:</b>	<b>\$54,272 - \$84,559</b>
<b>Promotion Potential:</b>	<b>PG-12</b>
<b>Opening Date:</b>	<b>10/12/06</b>
<b>Closing Date:</b>	<b>11/22/06</b>
<b>Location of Position:</b>	<b>Customer Services Creative Services Washington, DC</b>
<b>Number of Openings:</b>	<b>One</b>
<b>Type of Appointment:</b>	<b>Permanent</b>
<b>Work Schedule:</b>	<b>Full-Time</b>
<b>Who May Apply:</b>	<b>All U.S Citizens</b>

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

Incumbent will be responsible for designing all types of printed material, exhibits and web material for various Government Agencies. Consults with agency representatives for planning, scheduling, and budget, develops visual concepts that satisfy customer needs, prepare these designs for print, Web or multimedia products while specifying production techniques and materials. Uses publishing software and hardware to organize information effectively, creating a wide variety of published products for diverse audiences. Meets with representatives of various Government agencies in pre-production planning conferences to determine their needs, discuss budget, schedule and make recommendations for design and production. Examines manuscripts, disks, and related materials accompanying the job to decide if furnished materials are adequate and how they will be used. Responsible for selecting fonts, determines the hierarchy of headings, follows style manuals, determines size, creates design for print and web (web programming is not required), creates illustrations, and determines how illustrations, photography or other graphic materials will be used.

## **QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is defined as the ability to work with customers to determine needs, develop design projects from conception to finish and prepare files accurately to be printed or posted on the web. All qualification requirements must be met by the closing date of this announcement. Applicants may substitute education for experience as described below; or a combine education with specialized experience to meet minimum qualification requirements for this position as indicated below:

PG-11: Ph.D. or equivalent doctoral degree OR 3 full years of progressively higher level graduate education leading to such a degree.

PG-12: There is no education substitute at this grade level.

### **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

### **Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Ability to design various products: logos, identity materials, annual reports, newsletters, brochures, magazines, posters, exhibits, books, Web sites, etc.
2. Must demonstrate expert ability in using the following core software programs: Adobe InDesign, Adobe Photoshop and Adobe Illustrator and experience with a Web program such as Dreamweaver.
3. Must demonstrate ability to follow accepted typographic standards, specify ink, paper, and binding for printed jobs and prepare electronic files according to industry standards.
4. Skill interpreting customer's needs from generally stated objectives.
5. Ability to describe design concepts using language that is easy to understand by general audiences.

You must attach at least 3 samples of your original design work to your application. Samples should be no more than 8 ½ x 11" and can include concepts, actual printed samples, laser prints of design jobs or screen shots of web and multimedia work. You may be asked for a portfolio review at a later date.

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

### **STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. All time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information please contact:**

Human Capital Department  
Lisa Ghebresillassie  
Phone: (202) 512-1035  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO may pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**